

This Model Criminal History Inquiry Procedure provided by the DPS is intended to be a recommended procedure for conducting criminal history inquiries, however the amusement owner shall be solely responsible for the development, implementation, and execution of any procedure ultimately utilized by the company.

**MODEL PROCEDURE FOR OWNERS OF AMUSEMENT DEVICES FOR
CONDUCTING CRIMINAL HISTORY INQUIRIES IN ACCORDANCE WITH
520 CMR**

I. Policy Purpose

Pursuant to the regulations pertaining to the operation of amusement devices contained in 520 C.M.R. 5.04.16 and 5.09.2(h), owners of companies who operate amusement devices are required to conduct criminal history inquiries on certain applicants for employment. This document is intended to outline the procedure adopted by [INSERT COMPANY NAME] for Criminal Offender Record Inquiries ("CORI").

II. Scope

1. The procedure shall apply to all applicants 18 years of age or older for the positions of:

- a. Certified maintenance mechanic;
- b. Maintenance technician;
- c. Ride operator;
- d. Operator assistant; and
- e. Certified inflatable device mechanics

III. Procedure

1. Upon application for any of the above positions, an applicant shall receive a CORI Request Form as provided by the Criminal History Systems Board ("CHSB").

2. The applicant shall be informed in writing, either on the face of the application or in an attached written document that by completing the CORI Request Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Request Form.

3. Once the applicant provides consent to conduct a criminal background inquiry, [INSERT COMPANY NAME HERE] shall submit the CORI Request Form to the CHSB in a timely fashion.

4. An employment decision shall be withheld until such time as the criminal history inquiry or CORI is complete, provided however, that if circumstances require an expedited employment decision, the following procedures shall apply:

- a. A temporary offer of employment may be made to an applicant on the express condition that [INSERT COMPANY NAME HERE] has submitted applicant's completed CORI Request Form to the CHSB prior to the temporary offer of employment.
- b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.
- c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

5. At such time as the results of CORI are made available, [INSERT COMPANY NAME HERE] shall act expeditiously to make a determination of suitability of employment. In the case of a negative employment decision, the applicant shall be provided with:

- a. A copy of the CORI;
- b. A copy of *Information Concerning the Process in Correcting a Criminal Record* as

provided by CHSB.